



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQOD

AUG 18 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES (CAOs)**

**SUBJECT: DCMC Memorandum 97-78, Management Councils and the Use of
Existing Information (POLICY)**

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All CAOs.

As the role of Management Councils evolves and expands to include additional activities, the management effort that is required to ensure their continued success has become more challenging. In addition to DCMC Memorandum No. 97-030, subject: Attributes of an Effective Management Council (INFORMATION), a valuable technique toward meeting this challenge is the use of existing information that is readily available and intended to be shared throughout the Government and industry.

An abundance of data has already been captured and compiled in various repositories through DCMC's various improvement efforts. For example, the DCMC Home Page features a compilation of contractor innovations implemented under the Single Process Initiative (SPI). Similar information on Best Practices captured from our PROCAS efforts is also available. To facilitate Management Councils' use of existing tools and proven improvement techniques, we have prepared a list of the various information repositories at Attachment 1. Management Councils should reference this information as they formulate and prioritize their agenda. By taking advantage of existing tools and techniques, Management Councils can avoid duplicative efforts, introduce proven methods, and present additional ideas for discussion.

These are just a few ideas that can save Management Councils valuable time and effort. By tapping into these sources "up front and early," less energy will be expended on "reinventing the wheel" and more attention can be focused on satisfying our customers. If you have any additional sources of information that would be beneficial, please forward them to us so that we can share them throughout DCMC.



If you have any questions regarding this memorandum, please contact Mr. Robert Kennedy, Contractor Capability and Proposal Analysis Team (AQOD), at (703) 767-3382, DSN 427-3382, or via the Internet at robert_kennedy@hq.dla.mil.

A handwritten signature in black ink, appearing to read "Robert W. Drewes", with a long horizontal flourish extending to the right.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment

Best Manufacturing Processes - <http://www.bmpcoe.org>

- This site is a source of more than 3,000 validated best practices from Government and Industry in the management, production, design, test, facilities and logistics areas. There are links to risk management tools , systems engineering guidelines and tools for generating performance specifications. There is access to special interest groups in which there are “experts” available to answer questions in areas such as soldering, software, and welding. The Department of the Navy collects and manages this information. They have offered to provide briefings to Management Councils on the available data and where it can be effectively applied.

Single Process Initiative (SPI) - http://www.dcmc.dcrb.dla.mil/spi/f_block.htm

- This site has the latest summaries of modified and proposed changes to contractor processes. In addition, there are synopses of contractor innovations implemented under SPI with facility focal points provided.

Acquisition Best Practices - <http://www-far.npr.gov/BestP/BestP.html>

- This site has several Office of Federal Procurement Policy (OFPP) guides to best practices for contract administration, past performance, and performance-based service contracting. It also has a link to best practices from other federal agencies.